

North Coast Opportunities, Inc
413 North State Street, Ukiah, CA 95482



Human Resources Department
413 North State Street, Ukiah, CA 95482
 Ph: (707) 467-3200 Fax: (707) 467-3213
 HumanResources@NCOInc.org
www.NCOInc.org

Open Position

Program:	Head Start
Position:	Education Specialist
Rate of Pay:	\$ 23.83 - \$27.40 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Open Until Filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

POSITION TITLE:	EDUCATION SPECIALIST
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	EDUCATION, DISABILITY, MENTAL HEALTH MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general direction of the EDMH Manager, supports the implementation of comprehensive, integrated services to Head Start (HS) Preschool (PS) and HS Infant/Toddler (I/T) children and families. Provides training and technical assistance to staff in Head Start PS and I/T classrooms. Responsible for implementing accountability and compliance systems across the Education, Disability and Mental Health (EDMH) service areas.

II. JOB DUTIES AND RESPONSIBILITIES

1. Ensures the health and safety of enrolled children when visiting sites.
2. Monitors and maintains compliance across the education, disabilities and mental health service areas for HS PS and I/T children with all agency, State and Federal regulations including Community Care Licensing Title V and XXII regulations and HS Program Performance Standards.
3. Provides training, technical support and guidance individualization, implementation and overall planning of curriculum and the use of ongoing assessments using the adopted program curriculum.
4. Makes recommendations about staff training needs; helps design and implement EDMH-related training and technical assistance for site staff and parents.
5. Using evidence-based framework, provides Practice Based Coaching and technical assistance; maintains support as the on-the-job mentor/coach for classroom staff and provides coaching through moderate/intensive coaching, professional learning communities, and new teacher training.
6. Supports a coordinated approach for improving and supporting the implementation of positive adult-child interactions, sensory and language rich environments, developmentally appropriate practices, inclusive practices, curriculum fidelity, and school readiness.
7. Provides support in implementing strategies recommended by consultants for children, classrooms and individual staff.
8. Understands and models Positive Behavior Supports in working with adults and children.
9. Works to improve the consistency and effectiveness of and collaboration between HS service areas.
10. Collects data and completes monitoring observations using a variety of systems and tools; summarizes the collected information to provide written reports including feedback, outcomes and recommendations to the EDMH Manager.
11. Completes accurate and timely maintenance of necessary records, data, and reports for the EDMH service areas.
12. Monitors and ensures alignment of EDMH practices across all classrooms; provides guidance and support to site staff to facilitate alignment.
13. Promotes a culture of inquiry and furthers professional growth by seeking feedback, reflecting on and assessing own practice, and taking advantage of opportunities to improve skills and knowledge.
14. Promotes a collaborative, productive working environment by sharing planning, decision making, and problem-solving responsibilities with coworkers, staff and families.
15. Participates in reflective supervision sessions to promote ongoing professional development.
16. Maintains certification in Classroom Assessment Scoring System (CLASS).

17. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
18. Furthers continuous improvement by staying current on early childhood best practices as well as by participating on work teams and special committees as assigned.
19. Responsible for generating, collecting and documenting In-Kind.
20. Attends scheduled meetings, training sessions and conferences as assigned/requested.
21. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
22. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in alignment with all applicable Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represent NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Is able to constructively adapt to change.
23. Other duties as assigned.

III. JOB QUALIFICATIONS

1. Qualified candidates must:
 - Have a bachelor's degree from an accredited school in an Early Childhood Education related field with at least 24 units of ECE/Child Development including 12 core units and 6* I/T units; **AND**
 - Have a minimum of 5 years of recent experience working with children and families in an early childhood program; **AND**
 - Qualify for or possess a CA Master Teacher Permit.
** Up to 3 of the required I/T units may be deferred for no more than 24 months from the date of hire when employee signs a training plan agreement that includes completion of the missing units.*
2. Must be highly proficient in use of computers and a variety of software programs, including web-based platforms; must at a minimum be very familiar with the use of word processing, email and spreadsheet programs; presentation software is helpful, but not required.
3. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
4. Must have knowledge of and be able to model:
 - a. theories and principles of child growth and development (birth to five);
 - b. best practices in early childhood education and family support;
 - c. inclusive practices and individualizing schedules and curriculum for children with disabilities and other special needs;
 - d. Positive Behavior Supports; and
 - e. strategies for supporting children with challenging behaviors.
5. Must have prior experience with identifying staff training needs and working effectively with adults; demonstrated ability to model and direct activities as well as work appropriately with parents and children.
6. Must possess the ability to communicate and work well with people from a variety of backgrounds, cultures and education levels.
7. Must have demonstrated organizational and time management skills; able to effectively prioritize and complete multiple duties and projects in a timely manner with minimal supervision.
8. Must have demonstrated ability to accurately collect, maintain, analyze and share data.

9. Must have the ability to work cooperatively and professionally with NCO staff members and contractors, other agencies and organizations, program parents and community members.
10. Must have the ability to handle confidential information, documents and sensitive situations appropriately.
11. Must have the ability to work effectively under pressure and exercise good judgment.
12. Must have the ability to work flexible hours for scheduled weekend or evening activities as needed.
13. Knowledge of Head Start Performance Standards and Head Start experience is desirable.
14. For work-related driving, employee must have: a current, valid California driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
15. Pre-employment and periodic health screenings and TB tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
16. Must comply with regulatory immunization requirements.
17. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.
18. Spanish bilingual preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

RECEIVED BY:

SIGN & PRINT NAME

DATE